



**DELAWARE JUDICIARY
FAMILY COURT OF THE STATE OF DELAWARE**

**Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)**

Posting #FC11132019

**DIRECTOR OF OPERATIONS
Sussex County**

Opening Date: November 15, 2019 **Closing Date:** December 2, 2019

Salary: \$55,375 to \$69,219 per year (Minimum to Midpoint) Pay Grade 18

Recruiting For: **Family Court**

Location: 22 The Circle
Georgetown, DE 19947

Summary Statement:

This is an exempt position, appointed by and serving at the pleasure of the Chief Judge of the Family Court. The incumbent reports to the Court Administrator and manages the operational units of the court in Sussex County.

Essential Functions:

- Provides administrative control over the non-judicial activities of the court by managing the case processing unit, mediation unit, security unit, and intake unit.
- Provides managerial and administrative direction to unit supervisors in meeting the court's operational goals and needs.
- Participates with court Directors in planning, reviewing and managing the court's automated systems.
- Responds to inquiries from Judges, Commissioners, attorneys, litigants, governmental officials and members of the general public regarding Family Court policies and procedures.

- Recommends and implements internal administrative policies, procedures and process improvement initiatives.
- Coordinates building maintenance, services, and other administrative activities related to the facility.
- Performs related work as required.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Failure in any one area will result in a rating of “not qualified.” Applicants must meet each of the following qualifications:

- Experience in operations management and supervision which includes planning, directing, coordinating, controlling, and evaluating operations typically through subordinate supervisors.
- Experience as a manager in the interpretation and application of federal or state statutes, rules, regulations, policies, and procedures.
- Experience in developing solutions and providing recommendations, guidance and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues.
- Knowledge of developing policies and procedures.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then complete the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted prior to the closing date stated on this announcement by one of the following methods:

- Send your completed application as an e-mail attachment with the words “Director of Operations” in the subject line to: FC_APPS@delaware.gov (**preferred method**); or
- Fax your application to: 302-255-2202 Attention: Human Resources; or
- Mail your application to:
 Family Court of Delaware
 Human Resources
 500 N. King Street, Suite 3500
 Wilmington, DE 19801-3757

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will NOT be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer